



## Alcohol Wholesale Registration Scheme (AWRS) Due Diligence Policy

Albion Fine Foods Limited are required to conduct due diligence checks on all our suppliers and customers who are involved in the supply chain for alcoholic drinks.

Due diligence checks are carried out to minimise our exposure to commercial and fraudulent risk and reduce being exposed to financial losses. These checks help to increase consumer confidence in the sector and ensure that all businesses involved in the marketplace help to maintain confidence and reputation.

Our due diligence checks follow the guidelines from HMRC and the 'FITTED' check structure in order to establish potential risk within the supply chain. This helps to ensure we 'know our supplier' and 'know our customer.'

FITTED stands for:

- F: Financial Health
- I: Identity
- T: Terms of Contract
- T: Transport
- E: Existence of Goods
- D: Deal

Following HMRC guidance, FITTED checks should therefore consider:

- Financial health of the business, by obtaining credit or other background checks
- Identity of the business, establishing confirmation of Companies House and HMRC approval details
- Terms of any contracts, payment and credit agreements
- Transport, including the transporter and where the goods are being moved to or from
- Existence and provenance of goods, such as their correct duty status or whether they are counterfeit or stolen
- The deal, including;
  - Why is it being offered, is it too good to be true
  - The real demand for the goods, such as UK goods supplied to countries with no real appetite for them



- Goods, such as UK produced ones, sourced from foreign, contrived or convoluted supply routes

If we identify a supplier or customer as high risk, we will undergo additional checks before trading with them and evaluate every three months. We consider these checks a continuous process and not a one-off exercise. Any supplier or customer who fail our checks are notified that we are unable to trade, and any behaviour considered suspicious will be reported to HMRC immediately.

Documentation required in order to be considered fit to supply or be supplied alcohol by Albion Fine Foods Limited is shown below.

#### Customer Due Diligence Documents Required:

- Copy of Incorporation Certificate
- Copy of VAT certificate
- Company Bank Details
- Owner or Director Photo ID details such as Passport or Driving License
- Copy of Business Utility Bill (less than 3 months old)
- Details on what provisions are the goods sold and nature of the business

#### Supplier Due Diligence Documents Required:

- Copy of Incorporation Certificate
- Copy of VAT certificate
- Company Bank Details
- HMRC Deferment Number (if applicable)
- WOWGR Number (if applicable)
- Excise Registration Number
- AWES Number (URB)
- For UK duty paid suppliers, we require copies of form W-5 (or similar) showing evidence of duty paid



Albion Fine Foods Limited is committed to tackling alcohol fraud and work to ensure that we comply with all requirements and regulations and insist that our customers and suppliers perform check on us in return.

Please see our company information below:

**Trading Name:** Albion Fine Foods Limited

**Trading Address:** Unit 2, Crossways Commercial Park, Dartford, DA2 6QB

**Trading Activity:** Food & Drinks Wholesaler

**Company Number:** 10379589

**Date of Incorporation:** 16<sup>th</sup> September 2016

**VAT Number:** 252036928

**HMRC Deferment Number:** 6231307

**AWRS Reference Number:** XHAW 000 0010 7666

**WOWGR Excise ID:** N/A

**EORI:** GB252036928000

**Phone:** 01732 757900

**Email:** [info@albionff.co.uk](mailto:info@albionff.co.uk)

**Website:** [www.albionfinefoods.com](http://www.albionfinefoods.com)

This policy will be reviewed on an annual basis by the Directors of the company.